




# Maricopa County

Department of Transportation

## PROCEDURE #P2206

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| <b>Title:</b><br>Adopt a Highway Volunteer Program                                                                                                                                                                                          | <b>Effective Date:</b><br>November 3, 2014                                                                                                                                  | <b>Division:</b><br>Operations |
| <b>Purpose:</b><br>To establish a consistent framework to provide opportunities for organizations, families and individuals to participate in assisting Maricopa County Department of Transportation in reducing litter on County highways. | <b>Authorized Signature:</b><br><br><b>Jennifer Toth, P.E.</b><br>Transportation Director |                                |



### 1. Background:

MCDOT has a direct interest in reducing litter on County highways. This can be accomplished by litter clean up and by an anti-litter campaign encouraging motorists to dispose of litter properly. The Adopt a Highway Volunteer Program offers a way for civic-minded groups or individuals to voluntarily pick up litter from segments of the Maricopa County roadway system. The Volunteer is acknowledged on a recognition sign, placed near the beginning of the “adopted” location. The Adopt a Highway sign will acknowledge the organization or individual for their civic participation and will reflect the cleanup efforts of these participants.

### 2. Procedure:

The steps for the development of the Adopt a Highway Volunteer Program are outlined here. Each of these steps is described in more detail below.

- a. Step 1: Role of the Adopt a Highway Coordinator
- b. Step 2: Description and Role of the Adopt a Highway Group Leader
- c. Step 3: Requirements of the Adopt a Highway Volunteer Group
- d. Step 4: Sign Fabrication, Installation and Maintenance Requirements
- e. Step 5: Sign Dimensions and Specifications
- f. Step 6: Restrictions, Controls and Cancellation

#### Step 1: Role of the Adopt a Highway Coordinator

The Adopt a Highway Coordinator has multiple functions as identified throughout this procedure. However, in general terms, the primary role of the Adopt a Highway Coordinator is to act as the facilitator for the Adopt a Highway Program. This person is responsible for coordinating and

supervising the program, identifying the available roadways to be adopted, and working directly with the Group Leader to ensure that the terms of the agreement as identified in the permit are fulfilled. Upon receiving an Application for Permit to Use County Right-of-Way (Attachment A), the Adopt a Highway Coordinator shall:

- a. Verify ownership of right-of-way.
- b. Complete and submit Right-of-Way Verification Form (Attachment B) to Asset/Maintenance Programs Section.
- c. Conduct field inspection of the requested roadway segment and complete Pre-Approval Inspection Form (Attachment C).
- d. Request the fabrication, installation and removal of the recognition signs.

In the unlikely event that the requested roadway segment cannot be adopted, the Adopt a Highway Coordinator will suggest an alternative roadway for consideration. After the requested roadway segment has been verified and inspected successfully, the complete application packet is submitted by the Adopt a Highway Coordinator to the Operations Division Manager or designee for approval. Upon authorization to proceed, the Adopt a Highway Coordinator will provide the necessary forms to the Group Leader for completion and submission. Once the completed forms are returned, a copy of the approved permit and safety waiver is sent to the Group Leader for their files. In addition, the Adopt a Highway Coordinator shall:

- a. Provide complete safety briefing to the Group Leader and also the Volunteer Group, whenever possible.
- b. Provide all necessary supplies to the Group Leader, including the caution signs, litter bags, gloves, safety vests and safety glasses.
- c. Coordinate litter pickup with the MCDOT designated maintenance contractor or MCDOT Operations crews.

The Adopt a Highway Coordinator will maintain the Adopt a Highway Database and records file. This person will retain all records in accordance with the MCDOT Records Retention Schedule.

## **Step 2: Description and Role of the Adopt a Highway Group Leader**

The Adopt a Highway Volunteer Program participant may be an individual, family, or organization that is civic-minded, professional and has the integrity to uphold the ethical standards and expectations of Maricopa County and its community.

The role of the Group Leader is to complete the application and perform all administrative work associated with the program. The application information will include the Volunteer Group's name, address, daytime telephone number, e-mail address, contact person and organization's website, if applicable. This person is typically the initial point of contact and is responsible for signing the Permit to Use County Right-of-Way (Attachment D). In addition, the Group Leader shall:

- a. Oversee the volunteers, supervise highway cleanup activities, and monitor the Volunteer Group requirements.
- b. Effectively communicate with MCDOT personnel, contractor's personnel, and the traveling public.
- c. Notify the Adopt a Highway Coordinator of the date and time for each cleanup.
- d. Complete and update the Special Event Waiver Form (Attachment E) for each participant and provide copies to the Adopt a Highway Coordinator.

- e. Communicate to the Volunteer Group all Safety Requirements (Attachment F) information provided by the Adopt a Highway Coordinator and is expected to brief all volunteer workers prior to each cleanup.
- f. Return all safety equipment to the Adopt a Highway Coordinator at the time of permit expiration.

### **Step 3: Requirements of the Adopt a Highway Volunteer Group**

Each individual or organization is expected to fulfill its obligation by performing litter removal within the specified and approved limits of the Maricopa County's arterial and collector roadway system. The length of the adopted roadway may vary, however, the minimum length is one mile long.

All volunteer participants must be at least 12 years old to participate in the program, however, the designated group leader must be at least 18 years old. Participants between the ages of 12-17 years old must have signed parental permission as specified on the Special Event Waiver form. In addition, the Volunteer Group shall:

- a. Designate a Group Leader.
- b. Be required to wear appropriate personal protective equipment such as safety vests, glasses, and gloves provided by MCDOT.
- c. Wear light colored attire and hard sole shoes.
- d. Review all safety information with the Group Leader as provided by MCDOT.
- e. Ensure that each vehicle is legally parked at least 30 feet from the roadway.
- f. Not identify themselves as employees of Maricopa County.
- g. Be courteous to the public.
- h. Conduct work during daylight hours. Work shall not be conducted on holiday weekends or within 24 hours prior to a holiday weekend unless specifically authorized by Adopt a Highway Coordinator.
- i. Place accumulated litter (except large objects such as boards, tires, rocks, etc.) in bags.
- j. Place bags and large items a minimum of ten feet from the outside edge of the traveled roadway.
- k. Clean its designated segment at least two times per year.

All County employees that participate shall follow County Policy# B7006. All employees who volunteer their time with other County departments must do so without any expectation of compensation. In addition, employees who volunteer their services and the departments who accept the assistance of volunteers must comply with the following standards:

- a. Volunteer service by an employee must be offered freely without pressure or coercion.
- b. An employee may not volunteer to perform the same, similar, or related duties for Maricopa County that he or she is normally paid to perform. (example- employee who collects and removes trash or debris from county right-of-way, is ineligible)
- c. Voluntary arrangements must be made in writing and include a waiver of liability signed by the employee.

#### **Step 4: Sign Fabrication, Installation and Maintenance Requirements**

The recognition sign is not intended to be an advertising medium, but is intended to identify and recognize the volunteer organization that is responsible for the litter clean up in the area. The “Adopt this Road” sign is erected to alert passing motorist that the road is available to adopt.

The Adopt a Highway Recognition and Availability signs are the property of Maricopa County Department of Transportation and as such, MCDOT is responsible for the fabrication, installation, repair and maintenance of the signs. The Adopt a Highway Coordinator will provide the adopted segment for sign location(s) to the Traffic Management Division (TMD) to evaluate prior to the sign installation. The Traffic Management Division will review the locations before the work order is submitted to the Signing Branch of the Operations Division (Signing Branch) for fabrication and installation.

In addition, the Operations Division will determine the minimum segment for the recognition signs. All sign placements or relocations require the approval of the TMD. Placement will take into consideration motorist safety, the pre-existence of safety and informational signage. The fabrication, installation and removal of the Adopt a Highway Recognition and Availability signs shall be as follows:

- a. The Adopt a Highway Coordinator shall contact the TMD to specify the adopted roadway location for initial sign evaluation. Information provided will include the group name and any special instructions.
- b. Within two weeks from receiving the request from the Adopt a Highway Coordinator, the TMD shall assign Traffic Management staff to conduct field evaluation.
- c. Within two weeks of receiving assignment the TMD shall conduct a field evaluation of the adopted roadway segment to document all existing signing in the vicinity of the proposed recognition signs, determine location of signs, mark locations for Blue Stake, write work orders and submit to the Signing Branch for fabrication and installation.
- d. Within two weeks from receiving the work order from the TMD, the Signing Branch shall fabricate sign(s).
- e. Within two weeks from the fabrication of the sign(s), the Signing Branch shall install the sign(s) at the proper location(s).
- f. The placement for the Recognition signs shall comply with the Manual on Uniform Traffic Control Devices (MUTCD).
- g. The Adopt a Highway Coordinator shall submit a request to the TMD to remove the Recognition sign if the adopted roadway segment is annexed.
- h. The Adopt a Highway Coordinator shall submit a request to the TMD to replace the Recognition sign with the Availability sign upon cancellation of Volunteer Group’s permit.
- i. The TMD shall write work orders for the removal of the Recognition Sign.
- j. The work orders for the removal of the signs shall be sent from TMD to the Signing Branch for work to be performed.
- k. All requests for maintenance or replacement of damaged signs shall go to the 61-Office.
- l. The 61-Office shall document the date and time a request for maintenance was received and shall contact the Signing Branch to perform the necessary maintenance.
- m. The Signing Branch will perform the required maintenance or replacement of the Recognition Sign.
- n. The Signing Branch Supervisor shall notify the Adopt a Highway Coordinator upon completion of work.

### **Step 5: Sign Dimensions and Specifications**

The size and dimensions of the Adopt a Highway Volunteer Recognition sign (See Attachment G) shall comply with D14-2 of the most recent edition of the Maricopa County Department of Transportation Sign Manual. The size and dimensions of the Adopt a Highway Availability sign (See Attachment H) shall comply with D14-2A of the most recent edition of the Maricopa County Department of Transportation Sign Manual. These signs shall be installed on a single post per MCDOT Standard Detail 2058.

### **Step 6: Restrictions, Controls and Cancellation**

The Operations Division will pre-approve all group names prior to fabrication of recognition sign. The MCDOT Management Team's input may be sought at the discretion of the Transportation Director, if necessary. The Volunteer Group's name will be posted on the recognition sign. No product name is allowed on the recognition panel except when the name is an established and integral part of the Volunteer Group's name. There will not be any directions, telephone numbers, e-mail addresses, toll free numbers, or instructions permitted on the panels. The town or city in which the Volunteer Group is located may not be included, nor any mailing address, product endorsement, slogan or other statement.

The Operations Division will notify the Group Leader **in writing** if a Volunteer Group's name is rejected for any reason. The Group Leader may re-submit a revised Volunteer Group name for reconsideration. The Operations Division will establish a waiting list for segments where interest has been expressed by more than one party based on the date the permit application was received. The allocation of each segment will be established by the Operations Division based upon the best interest of the County and the date permit applications are received.

Various reasons could cause a cancellation to a Volunteer Group's permit. In the event of cancellation, a copy of the notice of cancellation will be provided by the Adopt a Highway Coordinator to the Group Leader. Reasons for cancellation may include, but not be limited to:

- a. Determination by the Operations Division that segments are not being properly maintained.
- b. Failure to adhere to requirements contained in the Adopt a Highway Volunteer Program policy and procedures or in the applicable work permit.
- c. Written notification by Volunteer Group.
- d. Annexation of the roadway segment.

If the Volunteer Group chooses to continue participation in the program due to annexation of the existing roadway segment, the Group Leader will be referred to another location or to a similar program within another municipality.

### **3. Cross References (Policies, Procedures, Design Manual, etc.):**

Policy #T2206 MCDOT Adopt a Highway Volunteer Program

Maricopa County Policy B7006 Hours Worked and Overtime

Schedule Number: 107-08-61 MCDOT Records Retention Schedule

MCDOT Supplement to the MAG Uniform Standard Specifications' and Details for Public Works Construction

Manual on Uniform Traffic Control Devices (MUTCD)

Standard Highway Sign Manual (Federal Highways Administration)

Highway Litter Removal and Disposal Contract Serial 07043S (NIGP 98856)

Attachment A – Application for Permit to Use County Right-of-Way

Attachment B – Right-of-Way Verification Form

Attachment C – Pre-Approval Inspection Form

Attachment D – Permit to Use County Right-of-Way

Attachment E – Special Event Waiver Form

Attachment F – Adopt a Highway Safety Requirements

Attachment G – Recognition Sign Dimension Illustration

Attachment H – Availability Sign Dimension Illustration